

## Welcome to the DNR Real Estate Conveyed Rights Online Application

This application is designed to expedite the request to DNR Real Estate for conveyed rights on state-owned land through electronic submission and review.

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**If this is your first time completing the online application,** please review the guidance for helpful tips and information on accessing the application and entering data into the application sections.

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## Step One: Get a WAMS ID (first time application use)

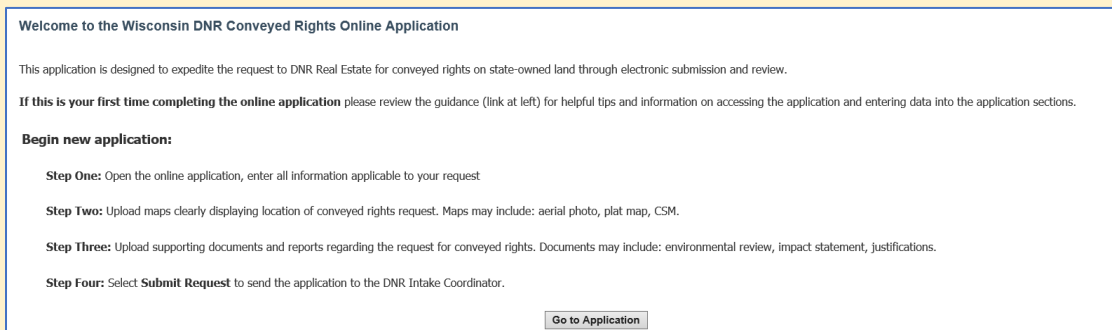
The [Web Access Management System](#) (WAMS) provides the security to access DNR-based web applications. Applicants are required to create a personal log-in account in WAMS and establish a secure user name and password.

The applicant must enter a **WAMS** user name and password when accessing the Conveyed Rights online application form.

If you have previously created an account for a different state of Wisconsin database or application, you can use that log-in for the conveyed rights application.

## Step Two: Open the Application

Open the Conveyed Rights [index page](#) (shown below). You may be directed first to the WAMS page; log in using your WAMS user name and password.



Welcome to the Wisconsin DNR Conveyed Rights Online Application

This application is designed to expedite the request to DNR Real Estate for conveyed rights on state-owned land through electronic submission and review.

If this is your first time completing the online application please review the guidance (link at left) for helpful tips and information on accessing the application and entering data into the application sections.

**Begin new application:**

**Step One:** Open the online application, enter all information applicable to your request.

**Step Two:** Upload maps clearly displaying location of conveyed rights request. Maps may include: aerial photo, plat map, CSM.

**Step Three:** Upload supporting documents and reports regarding the request for conveyed rights. Documents may include: environmental review, impact statement, justifications.

**Step Four:** Select **Submit Request** to send the application to the DNR Intake Coordinator.

[Go to Application](#)

Select **‘Go to Application’** to open the online application

The application will ask for data for four types of conveyed rights transactions:  
**conveyed easement, land use agreement, leases and access permits.**

All sections may not be applicable to your request—however please complete the application to the best of your knowledge.

Incomplete or vague data entries applications will be returned for completion or clarification and will delay your request and, subsequently, your project. Contact the [Real Estate Intake Coordinator](#) before submitting if you are unsure of the data request or have any questions on the application process

### *Return to the Application*

If at any time you need to leave the application before submitting to DNR Real Estate, select the ‘**Save**’ button (bottom of page) to save your work. Select ‘**Exit**’ to leave the application.

<input type="button" value=" &lt; Back"/>	<input type="button" value=" Save"/>	<input type="button" value=" Exit"/>	<input type="button" value=" Submit Request"/>
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You will be emailed an **Application ID** to enter in the Conveyed Rights [index page](#) (shown below) to return to your work.

**Returning users:**

If you need to leave the application process before submitting select **Save**. You will receive a confirmation email with an application code to enter into the text box above to return to your application. Retain this code to return to application to continue entering information before final submission to the DNR Intake Coordinator.

Please enter your application code here


## Step Three: Application Data Entry

### *DNR Office of Energy*

Utility easement sometimes require additional permitting for projects located in or adjacent to wetlands and navigable waters. Other project may be regulated by federal agencies.

The DNR Office of Energy can simplify and streamline the permit process for electric, natural gas and telecommunication projects.

Indicate whether you have contacted the Office of Energy for guidance--please upload the email from OE in the Uploaded Document Information area.

 <b>DNR Office of Energy</b>	
The DNR Office of Energy has been contacted for this request of conveyed rights. <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please upload the email from Office of Energy under upload documents in this application.	

### Contact Information--\* items are mandatory

**Organization Information** is the entity requesting the conveyed right

- **Company Name--** please select from the picklist—if you do not find the name of the company select ‘Other Company’ and manually add the name in the text box to the right
- **Attention To--** enter the title of the representative (if not separate agent)
- *In the case of private individual(s)--* enter ‘Other Company’ and ‘Individual’ with the individual name. ‘Attention To:’ can be ignored.

The screenshot shows the 'Organization Information' form. It includes fields for Company Name (a dropdown menu), Attention To (a dropdown menu), First Name, Last Name, Street Address, City, State (a dropdown menu), Zip, Email, Work Phone, Ext, Cell Phone, and Fax. There is also a M.I. (Middle Initial) field.

**Agent Information** is the person entering information on behalf of the entity seeking the conveyed right. Enter only if different than the ‘Organization Information’.

The screenshot shows the 'Agent Information - If different from Organization Information' form. It includes fields for First Name, Last Name, Street Address, City, State (a dropdown menu), Zip, Email, Work Phone, Ext, Cell Phone, and Fax. There is also a M.I. (Middle Initial) field.

### Signatory Authority: \* items are mandatory

- The signatory authority is the person who is authorized by the requesting entity to sign/approve legal documents. This person will not receive email status notifications.
- If the contact person has signatory authorization, check the “**Check if the same as organization information**” box to copy the information over.

The screenshot shows the 'Signatory Authority (person with legal authority to sign the documents)' form. It includes a checkbox for 'Check if the same as organization information'. Below this are fields for Legal Entity/Company Name (a dropdown menu), Attention To (a dropdown menu), First Name, Last Name, Street Address, City, State (a dropdown menu), Zip, Email, Work Phone, Ext, Cell Phone, and Fax. There is also a M.I. (Middle Initial) field.

### Site Location Information-- *\* items are mandatory*

**NOTE:** Use the [DNR Public Access Lands](#) web mapping application to:

- ✓ Find the Township, Range, Section and Quarter-quarter Section information
  - ✓ Determine proposed easement/access dimensions
  - ✓ To create a map displaying the location of the area of interest.
- This section accepts the physical location information for the area of interest on which conveyed rights are requested.

Site Location Information						
* County: <input type="text"/>		* Municipality: <input type="text"/>				
Township	Range	Section	Quarter-Quarter	Quarter	Add	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add TRS Info"/>	
Town	Range	Section	Quarter-Quarter	Quarter	Delete	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
List all counties and municipalities which are affected by the proposed access crossing state (DNR) land.						
<input type="text"/>						

### Dimensions of Proposed Access Permit:

- Enter dimension according to text (feet) or (inches)
- List the method of measuring the dimensions of the proposed access/utility easement. Examples can be survey, GIS calculations (list source: county or state web map)
- Indicate method of burial, if applicable

Dimensions of proposed access permit or utility easement across <u>State-owned land only</u> :			
Width (feet):	<input type="text"/>	Length (feet):	<input type="text"/>
Method of measuring length:		<input type="text"/>	
<small>(Examples can be survey, GIS, county/plat or aerial map, list map source, e. g. county or state web map.)</small>			
Depth (inches):	<input type="text"/>	Height (feet):	<input type="text"/>
Method of burial:		<input type="checkbox"/> Direct Bore <input type="checkbox"/> Trench	

### Type of Use Requested

Open the 'Conveyed Rights Type Description' link in the [Online Application](#) left sidebar for descriptions of the types of conveyed rights.

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If you are unsure of the type of conveyed rights agreement you require for your request, contact the [Real Estate Intake Coordinator](#) to determine the correct sections to complete.

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## Map Sources and Examples

Review the map examples to ensure uploaded maps are adequate to illustrate proposed request for conveyed rights

Use the Map Sources to create requested maps for the conveyed rights request.  
 See the Upload Document Information section for a list of required maps.

Map Sources and Examples			
Map Examples:	<a href="#">ExhibitA Map</a>	<a href="#">ExhibitA Survey Aerial Map</a>	<a href="#">CSM Map</a>
Map Sources:	<a href="#">Plat Map</a>	<a href="#">Project Map</a>	<a href="#">County Map</a>
	<a href="#">Public Access Land (PAL)</a>	<a href="#">NHL Portal</a>	
	<a href="#">DOT County Maps</a>	<a href="#">County GIS Sites</a>	

## Upload Documents and Maps

Select a document type and describe with Document Name and Comments, be specific.

Uploaded Document Information				
<b>Uploaded Documents</b>				
Please include clear and concise maps to describe your request, examples are provided. For recording purposes, maps should be submitted in black and white. Contact the Intake Coordinator if you require assistance in creating maps.				
<b>Document Type</b>	<b>Document Name</b>	<b>Document Comments</b>	<b>File to Upload</b>	<b>Add</b>
Select One...	Enter Document Name	Enter Any Comments	Browse...	Upload

**Please include the following:**

### Maps:

- Aerial photo and topo maps with proposed access easement
- Tax parcel maps for DNR property and service area
- Plat map—identify location of proposed easement

### Documents:

- Project plan with proposed access easement (CSM or cadastral)
- Site Plan displaying effect on Department Land
- Original easement documentation
- Legal Description with Easement Specifications
- Utility specification
- Acreage report

### Reviews:

- Arch/Historical Review
- Natural Heritage Inventory Review (Species Occurrence)

### *Justification for Use of State Land*

**Statement of Need:**

- Enter a statement defining the reason to convey rights to access state-owned land.
- This statement can be a summary of previously entered information.

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*Example: Acme Energies is requesting a 6-ft wide by 150.45-ft long easement crossing the Rainbow State Trail for the installation and maintenance of a six-inch steel natural gas main. The main will continue to service the city of Gotham residents.*

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**Anticipated impact on State-owned land (include proposal to minimize impact (e. g. erosion control):**

- List the known impacts of request and proposal and plans to mitigate the impacts.

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*Example: To minimize the impact to state-owned land, Acme will coordinate with the city of Gotham and replace the gas main as part of the reconstruction of Rainbow State Trail.*

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**List any benefits that this access permit, land agreement or utility easement will provide the state:**

- Provide the benefits that the request will offer to the public

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*Example: Benefits will include increased capacity of the natural gas system, increasing reliability to its customers and fewer disruptions to the land.*

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**Please explain why alternatives to the use of State-owned land are not feasible:**

- Can the work be done on non-state-owned land?

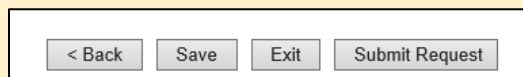
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*Example: Alternative routes would still require crossing the Rainbow State Trail and obtaining easements from property owners to install new natural gas line on their property.*

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## Step Four: Save the Application

- If at any time you need to leave the application before submitting to DNR Real Estate, select the 'Save' and "Exit' button to save your work.

A horizontal row of four buttons: "< Back", "Save", "Exit", and "Submit Request".

- A successful 'SAVE" will bring up the **SUCCESS!!** pop-up



- If you do not see the **SUCCESS!!** pop-up your application may be missing mandatory information. Make sure all items with the red asterisk \* are completed before saving.

- You will get an email with the Application ID and a link to return to the application

Dear Applicant,

Your application request has been saved and can be retrieved by the following Application ID **TEST12341**

Application Link: [Please click on the following link to open the application.](#)

Thank you!

- To return to your application select the link in the email (or return to DNR Conveyed Rights page) and enter the Application ID received in your email.

**Returning users:**

If you need to leave the application process before submitting select **Save**. You will receive a confirmation email with an application code to enter into the text box above to return to your application. Retain this code to return to application to continue entering information before final submission to the DNR Intake Coordinator.

Please enter your Application ID here

- You may be required to re-enter your WAMS account; **record your WAMS login and password for future use.**

## Step Five: Submit the Application

When you have completed the application and are ready to send to the DNR Real Estate Intake Coordinator, select the **‘Submit Request’** button at the bottom of the application to send the application to DNR Real Estate Intake Coordinator for review and approval.

<input type="button" value=" &lt; Back"/>	<input type="button" value=" Save"/>	<input type="button" value=" Exit"/>	<input type="button" value=" Submit Request"/>
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- Upon submission you will receive an email notification confirming that your application has been sent and received by the DNR Real Estate Intake Coordinator.

Dear Applicant,

Thank you for using the DNR Conveyed Rights online application.

Your application for access rights conveyance for TEST has been submitted to the DNR Real Estate Intake Coordinator.

Your application can be retrieved by the following Application ID **TEST12341** from [Conveyed Rights Application](#)

We ask for your patience as the information is reviewed and processed. You may be contacted for additional information.

- You may receive an email from the Real Estate Intake Coordinator requesting additional information:  
Perhaps part of the agenda for the next GGT meeting?

Dear Applicant,

*Please add the following information to your application and re-submit.*

For returning to the application please use Application ID **TEST12341**

Link to application: <https://dnrx.wisconsin.gov/LaTSCR/index.aspx>

Thank You

- Return to application with link and application code to add the missing information and re-submit to the RE Intake Coordinator

## Step Six: What Happens Next?

### *Real Estate Intake Coordinator*

- The application is submitted to the Real Estate Intake Coordinator who will review the application and check it for completeness. If there are any questions, the Real Estate Intake Coordinator will contact you directly.
- If all is well, the application is promoted to the Real Estate Land Tracking System for administrative review and processing.
- You will receive an email confirming that the application has been entered into the DNR Records System:

Dear Applicant,

This email is confirmation that Department of Natural Resources Real Estate has received your request for conveyed rights on state-owned property on MM/DD/YYYY

If approved, your request will be processed according to state and federal guidelines.

### *Application Processing*

- DNR Program review and approval
- The application will be reviewed for (if reviews have not been done through Office of Energy):
  - Federal interest on land
  - Existing land encumbrances
  - Land use conflict
  - Archaeological site location
  - Natural Heritage Inventory (species occurrence)
- Legal document creation and review by DNR legal services
- Payment (if required) and signatures collected from applicant
- Document recording and file verification

### *Application Time Frame*

DNR Real Estate will strive to process the request for conveyed rights in a prompt manner however a large part of the processing time hinges on document review and submission to DNR Real Estate.

- Enter complete and detailed information for the conveyed right request
- Review application information and submit required maps and documents before submission to the Real Estate Intake Coordinator.
- Review signed and notarized documents that are submitted to DNR Real Estate to ensure that they are complete and correct. If these documents are not correct, they will be sent back for correction, which will delay the conveyed rights request and your project.

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Application processing time is dependent on the timeliness of  
returned documents.

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Contact [DNR Office of Energy](#) to coordinate permitting process for energy and utility projects

Contact the Real Estate Intake Coordinator if you have question on the application or status of the request.

Real Estate Intake Coordinator:  
Scott Nesbit  
[Scott.nesbit@wisconsin.gov](mailto:Scott.nesbit@wisconsin.gov)  
715-839-3753